

HUB SUBCONTRACTING PLAN (HSP)

In accordance with Gov't Code §2161.252, the contracting agency has determined that subcontracting opportunities are probable under this contract. Therefore, respondents, including State of Texas certified Historically Underutilized Businesses (HUBs), must complete and submit a State of Texas HUB Subcontracting Plan (HSP) with their solicitation response.

NOTE: Responses that do not include a completed HSP shall be rejected pursuant to Gov't Code §2161.252(b).

The HUB Program promotes equal business opportunities for economically disadvantaged persons to contract with the State of Texas in accordance with the goals specified in the State of Texas Disparity Study. The HUB goals defined in 1 TAC §111.13 are: **11.9 percent for heavy construction other than building contracts, 26.1 percent for all building construction, including general contractors and operative builders contracts, 57.2 percent for all special trade construction contracts, 20 percent for professional services contracts, 33 percent for all other services contracts, and 12.6 percent for commodities contracts.**

- - Agency Special Instructions/Additional Requirements - -

SECTION 1 - RESPONDENT AND SOLICITATION INFORMATION

- a. Respondent (Company) Name: Ricoh Americas Corporation State of Texas VID #: 1222783521700
Point of Contact: Michael Morrison Phone #: (817) 919-2207
- b. Is your company a State of Texas certified HUB? ☐ - Yes ☒ - No
- c. Solicitation #: DIR-SDD-514

SECTION 2 - SUBCONTRACTING INTENTIONS

After having divided the contract work into reasonable lots or portions to the extent consistent with prudent industry practices, the respondent must determine what portion(s) of work, including goods or services, will be subcontracted. Note: In accordance with 1 TAC §111.12., a "Subcontractor" means a person who contracts with a vendor to work, to supply commodities, or contribute toward completing work for a governmental entity. Check the appropriate box that identifies your subcontracting intentions:

- ☒ (If Yes, in the spaces provided below, list the portions of work you will be subcontracting, and go to page 2.)
- ☐ - No, I will not be subcontracting any portion of the contract, and will be fulfilling the entire contract with my own resources.
(If No, complete SECTION 9 and 10.)

Line Item # - Subcontracting Opportunity Description	Line Item # - Subcontracting Opportunity Description
(#1) - Printers	(#11) -
(#2) -	(#12) -
(#3) -	(#13) -
(#4) -	(#14) -
(#5) -	(#15) -
(#6) -	(#16) -
(#7) -	(#17) -
(#8) -	(#18) -
(#9) -	(#19) -
(#10) -	(#20) -

*If you have more than twenty subcontracting opportunities, a continuation page is available at http://www.tbpc.state.tx.us/communities/procurement/prog/hub/hub-forms/hsp_sep06_cont1.doc.

Enter your company's name here: Ricoh Americas Corporation

Solicitation #: DIR-SDD-514

IMPORTANT: You must complete a copy of this page for each of the subcontracting opportunities you listed in SECTION 2. You may photocopy this page or download copies at http://www.tbpc.state.tx.us/communities/procurement/prog/hub/hub-forms/hsp_sep06_cont2.doc.

SECTION 3 - SUBCONTRACTING OPPORTUNITY

Enter the line item number and description of the subcontracting opportunity you listed in SECTION 2.

Line Item # 1 Description: Printers

SECTION 4 - MENTOR-PROTÉGÉ PROGRAM

If respondent is participating as a Mentor in a State of Texas Mentor Protégé Program, submitting their Protégé (Protégé must be a State of Texas certified HUB) as a subcontractor to perform the portion of work (subcontracting opportunity) listed in SECTION 3, constitutes a good faith effort towards that specific portion of work. Will you be subcontracting the portion of work listed in SECTION 3 to your Protégé?

☐ - Yes (If Yes, complete SECTION 8 and 10.) ☒ - No / Not Applicable (If No or Not Applicable, go to SECTION 5.)

SECTION 5 - PROFESSIONAL SERVICES CONTRACTS ONLY

This section applies to Professional Services Contracts only. All other contracts go to SECTION 6.

Does your HSP contain subcontracting of 20% or more with HUB(s)?

☐ - Yes (If Yes, complete SECTION 8 and 10.) ☒ - No / Not Applicable (If No or Not Applicable, go to SECTION 6.)

In accordance with Gov't Code §2254.004, "Professional Services" means services: (A) within the scope of the practice, as defined by state law of accounting; architecture; landscape architecture; land surveying; medicine; optometry; professional engineering; real estate appraising; or professional nursing; or (B) provided in connection with the professional employment or practice of a person who is licensed or registered as a certified public accountant; an architect; a landscape architect; a land surveyor; a physician, including a surgeon; an optometrist; a professional engineer; a state certified or state licensed real estate appraiser; or a registered nurse.

SECTION 6 - NOTIFICATION OF SUBCONTRACTING OPPORTUNITY

Complying with a, b and c of this section constitutes Good Faith Effort towards the portion of work listed in SECTION 3. After performing the requirements of this section, complete SECTION 7, 8 and 10.

- Provide written notification of the subcontracting opportunity listed in SECTION 3 to **three (3)** or more HUBs. Use the State of Texas' Centralized Master Bidders List (CMBL), found at <http://www2.tbpc.state.tx.us/cmb/cmbhub.html>, and its HUB Directory, found at <http://www2.tbpc.state.tx.us/cmb/hubonly.html>, to identify available HUBs. **Note: Attach supporting documentation (letters, phone logs, fax transmittals, electronic mail, etc.) demonstrating evidence of the good faith effort performed.**
- Provide written notification of the subcontracting opportunity listed in SECTION 3 to a minority or women trade organization or development center to assist in identifying potential HUBs by disseminating the subcontracting opportunity to their members/participants. A list of trade organizations and development centers may be accessed at <http://www.tbpc.state.tx.us/hub/minoritywomenbuslinks.html>. **Note: Attach supporting documentation (letters, phone logs, fax transmittals, electronic mail, etc.) demonstrating evidence of the good faith effort performed.**
- Written notifications should include the scope of the work, information regarding the location to review plans and specifications, bonding and insurance requirements, required qualifications, and identify a contact person. Unless the contracting agency has specified a different time period, you must allow the HUBs no less than **five (5) working days** from their receipt of notice to respond, **and** provide notice of your subcontracting opportunity to a minority or women trade organization or development center no less than **five (5) working days** prior to the submission of your response to the contracting agency.

SECTION 7 - HUB FIRMS CONTACTED FOR SUBCONTRACTING OPPORTUNITY

List **three (3)** State of Texas certified HUBs you notified regarding the portion of work (subcontracting opportunity) listed in SECTION 3. Specify the vendor ID number, date you provided notice, and if you received a response. **Note: Attach supporting documentation (letters, phone logs, fax transmittals, electronic mail, etc.) demonstrating evidence of the good faith effort performed.**

Company Name	VID #	Notice Date (mm/dd/yyyy)	Was Response Received?
CDW-G	13642301108	09 / 06 / 06	X - Yes <input type="checkbox"/> - No
CESCO	1751658388100	09 / 06 / 06	X - Yes <input type="checkbox"/> - No
Copy Graphics	1742416122600	09 / 06 / 06	X - Yes <input type="checkbox"/> - No
MDL	1760384632400	09 / 06 / 06	X - Yes <input type="checkbox"/> - No
Patriot Group, LTD.	1760205103300	09 / 06 / 06	X - Yes <input type="checkbox"/> - No
Preferred Technology	1752517767500	09 / 06 / 06	X - Yes <input type="checkbox"/> - No
Sequel Data	1742678386000	09 / 06 / 06	X - Yes <input type="checkbox"/> - No
Sarcom	311052674	06 / 15 / 07	X - Yes <input type="checkbox"/> - No
Twenty-First Century Systems, Inc.	75283095980	11/10/07	X - Yes <input type="checkbox"/> - No
ACBM, Inc. dba Amarillo Computers	1752185718900	11/12/07	X - Yes <input type="checkbox"/> - No

Section 8

- SUBCONTRACTOR SELECTION

List the subcontractor(s) you selected to perform the portion of work (subcontracting opportunity) listed in SECTION 3. Also, specify the expected percentage of work to be subcontracted, the approximate dollar value of the work to be subcontracted, and indicate if the company is a Texas certified HUB.

Company Name	VID #	Expected % of Contract	Approximate Dollar Amount	Texas Certified HUB?
3N1 Office Products, Inc.	751943504	%	\$TBD	<input type="checkbox"/> - Yes X - No*
Abilene Business Equipment	7512370499	%	\$TBD	<input type="checkbox"/> - Yes X - No*
Advanced Office System	752763536	%	\$TBD	<input type="checkbox"/> - Yes X - No*
American Business Machines	741495102	%	\$TBD	<input type="checkbox"/> - Yes X - No*
ASAP Copy Products, Inc.	752151389	%	\$TBD	<input type="checkbox"/> - Yes X - No*
Ashley Office Systems	7514552607	%	\$TBD	<input type="checkbox"/> - Yes X - No*
Atlas Business	33019941395	%	\$TBD	<input type="checkbox"/> - Yes X - No*
B Imaging Systems	048378563	%	\$TBD	<input type="checkbox"/> - Yes X - No*
Braswell Office Systems, Inc.	741764509	%	\$TBD	<input type="checkbox"/> - Yes X - No*
Complete Business Systems, Inc.	751819063	%	\$TBD	<input type="checkbox"/> - Yes X - No*
The Copy Lady	4812904853	%	\$TBD	<input type="checkbox"/> - Yes X - No*
Copyserv, Inc.	465396380	%	\$TBD	<input type="checkbox"/> - Yes X - No*
Dan Pedone, Inc.	742280846	%	\$TBD	<input type="checkbox"/> - Yes X - No*
Data Line Office Systems, Inc.	830450097	%	\$TBD	<input type="checkbox"/> - Yes X - No*
Digital Document Solutions	742692122	%	\$TBD	<input type="checkbox"/> - Yes X - No*
Digitex Corporation	01408061	%	\$TBD	<input type="checkbox"/> - Yes X - No*
Electronic Business Machines, Inc.	7509780247	%	\$TBD	<input type="checkbox"/> - Yes X - No*
Hogland Office Equipment	7512276720	%	\$TBD	<input type="checkbox"/> - Yes X - No*
IKON Office Solution – Austin	230334400	%	\$TBD	<input type="checkbox"/> - Yes X - No*
IKON Office Solution – Beaumont	230334400	%	\$TBD	<input type="checkbox"/> - Yes X - No*
IKON Office Solution – College Station	230334400	%	\$TBD	<input type="checkbox"/> - Yes X - No*
IKON Office Solution – Corpus Christi	230334400	%	\$TBD	<input type="checkbox"/> - Yes X - No*
IKON Office Solution – Dallas	230334400	%	\$TBD	<input type="checkbox"/> - Yes X - No*
IKON Office Solution – El Paso	230334400	%	\$TBD	<input type="checkbox"/> - Yes X - No*
IKON Office Solution – Houston	230334400	%	\$TBD	<input type="checkbox"/> - Yes X - No*
IKON Office Solution – San Antonio	230334400	%	\$TBD	<input type="checkbox"/> - Yes X - No*
IKON Office Solution – Sherman	230334400	%	\$TBD	<input type="checkbox"/> - Yes X - No*
IKON Office Solution – Tyler	230334400	%	\$TBD	<input type="checkbox"/> - Yes X - No*
IKON Office Solution – Waco	230334400	%	\$TBD	<input type="checkbox"/> - Yes X - No*
Imagetek Office Systems	752877150	%	\$TBD	<input type="checkbox"/> - Yes X - No*
Knight Office Solutions	7427641349	%	\$TBD	<input type="checkbox"/> - Yes X - No*
Lone Star Copiers, Inc.	742687942	%	\$TBD	<input type="checkbox"/> - Yes X - No*
Ricoh Business Solutions - Austin	222783521	%	\$TBD	<input type="checkbox"/> - Yes X - No*
Ricoh Business Solutions - Bedford	222783521	%	\$TBD	<input type="checkbox"/> - Yes X - No*
Ricoh Business Solutions - Coppell	222783521	%	\$TBD	<input type="checkbox"/> - Yes X - No*
Ricoh Business Solutions - Houston	222783521	%	\$TBD	<input type="checkbox"/> - Yes X - No*
Ricoh Business Solutions - Lubbock	222783521	%	\$TBD	<input type="checkbox"/> - Yes X - No*
Ricoh Business Solutions - Plano	222783521	%	\$TBD	<input type="checkbox"/> - Yes X - No*
Ricoh Business Solutions – Oklahoma City	222783521	%	\$TBD	<input type="checkbox"/> - Yes X - No*
Ricoh Business Solutions – San Antonio	222783521	%	\$TBD	<input type="checkbox"/> - Yes X - No*
Ricoh Business Solutions – Sugar Land	222783521	%	\$TBD	<input type="checkbox"/> - Yes X - No*
Seamless Solutions - Austin	743013716	%	\$TBD	<input type="checkbox"/> - Yes X - No*

Spectrum Imaging Systems	741357181	%	\$TBD
Superior Copy Machines	741779275	%	\$TBD
Texas Imaging Systems	752909451	%	\$TBD
Alliance Office Systems	20-2855977	%	\$TBD
Twenty-First Century Systems, Inc.	75283095980	%	\$TBD
ACBM, Inc. dba Amarillo Computers	1752185718900	%	\$TBD

☐ - Yes X - No*

☐ - Yes X - No*

☐ - Yes X - No*

Yes X -No

X- Yes - No*

X - Yes - No*

<p>Non-HUB</p> <p>CDW-G 230 N. Milwaukee Ave Vernon Hills, IL 312/705-3340</p> <p>Amanda Ewertowski amanda.ewertowski@cdwg.com</p> <p>1364230110800</p>	<p>HUB – HI/M</p> <p>Sequel Data 11824 Jollyville Road Suite 400 Austin, TX 78759 512/918-8841</p> <p>Chris Case case@sequeldata.com</p> <p>1742678386000</p>
<p>HUB – WO/F</p> <p>MDL 9888 Southwest Freeway Houston, TX 77074 713/771-6350</p> <p>Dennis Lamm dlamm@mdlent.com</p> <p>1760384632400</p>	<p>HUB – WO/F</p> <p>CESCO 4112 Live Oak Dallas, TX 75204 214/824-8741</p> <p>Jeff Bryant jbryant@veriomail.com</p> <p>1751658388100</p>
<p>Non-HUB</p> <p>Sarcom 2101 Midway Road Carrollton, TX 75006 469/574-3236</p> <p>Tom Canavan tom.canavan@sarcom.com</p> <p>1311052674900</p>	<p>Non-HUB</p> <p>Preferred Technology 212 West Spring Valley Road Richardson, TX 75081 972/644-1992</p> <p>Neil Medwed neil.medwed@preferredtechnology.com</p> <p>1752517767500</p>

SECTION 9 - SELF PERFORMANCE JUSTIFICATION

(If you responded "No" to SECTION 2, you must complete SECTION 9 and 10.)

Does your response/proposal contain an explanation demonstrating how your company will fulfill the entire contract with its own resources?

- ☐ - Yes If Yes, in the space provided below, list the specific page/section of your proposal which identifies how your company will perform the entire contract with its own equipment, supplies, materials and/or employees.
- ☐ - No If No, in the space provided below, explain how your company will perform the entire contract with its own equipment, supplies, materials, and/or employees.

SECTION 10 - AFFIRMATION

As evidenced by my signature below, I affirm that I am an authorized representative of the respondent listed in SECTION 1, and that the information and supporting documentation submitted with the HSP are true and correct. Respondent understands and agrees that, if awarded any portion of the solicitation:

- The respondent must submit monthly compliance reports (Prime Contractor Progress Assessment Report – PAR) to the contracting agency, verifying their compliance with the HSP, including the use/expenditures they have made to subcontractors. (The PAR is available at <http://www.tbpc.state.tx.us/communities/procurement/prog/hub/hub-forms/progressassessmentrpt>).
- The respondent must seek approval from the contracting agency prior to making any modifications to their HSP. If the HSP is modified without the contracting agency's prior approval, respondent may be subject to debarment pursuant to Gov't Code §2161.253(d).
- The respondent must, upon request, allow the contracting agency to perform on-site reviews of the company's headquarters and/or work-site where services are to be performed and must provide documents regarding staff and other resources.

Signature on file
Signature

Michael Morrison_
Printed Name

Sr. Government Account Mgr____
Title

__01/04/08__
Date